

[Job Search Results](#)

Dean, School of Extended and International Education

Sonoma State University

- [Save](#)
- [Print](#)

Date Posted January 6, 2016
Type Tenured, tenure track
Salary Not specified

Employment Type Full-time



Sonoma State University

Dean, School of Extended and International Education

Office of the Dean, School of Extended & International Education

Salary and Benefits

The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid Holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the View Benefits Summary link below or by request from SSU Human Resources.

Application Deadline

First review of applications will be at 8 am on January 29, 2016. Applications received on or after the first review date may not be considered.

Conditions of Employment

This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities

The Dean of the School of Extended & International Education (SEIE), who reports to the Provost, serves as the chief academic and administrative officer of the school. The Dean provides focus and strategic direction for major programmatic initiatives, particularly academically related entrepreneurial activities and interdisciplinary pursuits that have revenue-producing potential for the university. The Dean is a member of the Academic Affairs Deans' Council and the President's Extended Cabinet. The Dean implements a vision for the school within SSU's mission and goals to establish new opportunities for the school and direct its growth and development. The Dean is responsible for the quality and effectiveness of the programs of the school and provides academic, programmatic, financial, marketing, and administrative leadership to the school. The Dean provides leadership in the development and delivery of on-line and distance education. The Dean stimulates cooperative ventures with the university, community organizations, business, and industry. The Dean of SEIE also serves as the SSU Senior International Officer (SIO) and acts as the liaison for international education and global engagement at Sonoma State University and with the Chancellor's Office. The SIO will work collaboratively with other schools to meet the goals of the SSU strategic plan for the

promotion of international education.

The Dean serves on university academic leadership teams, representing the school in all university matters including planning and budgeting, and is responsible for interpreting the needs, aspirations, and policies of the school to the university administration and the faculty.

Presently the School of Extended & International Education encompasses a wide variety of programs, including: Professional development programs and certificates; online professional development; Intersession and Summer Session; Bachelor's Degree, Master's Degree and Post-Master's Degree programs; academic credit certificates; faculty-led international courses; Study Abroad and National Student Exchange; the American Language Institute and the Semester at Sonoma exchange program; the Osher Lifelong Learning Institute; and the EXCEL for Youth program.

- Provide leadership within a collegial setting for formulation of goals, objectives, and policies for the school.
- In cooperation with other schools and academic departments, develop and manage innovative academic credit and professional development programs that are responsive to the needs of the community, students, and faculty, and that support the goals of SSU.
- Achieve consensus and articulate a clear vision of the role of the school in supporting the endeavors of students, faculty, administration, staff, and the community.
- Create an organizational environment that encourages efficiency and innovation.
- Develop and administer the budget of the school; plan short and long-term budget strategies.
- Oversee all facets of the operation of the school.
- Promote internationalization of SSU through extended education programs and

provide support for international students and faculty, including international professional development and grants.

- Manage and evaluate personnel.

- Represent the school within the university, the local community, and the CSU system.

Performs secondary duties as assigned.

Duties take place primarily in an office environment located in Stevenson Hall on the Sonoma State University campus, requiring daily computer, keyboarding work and occasional scheduled business travel. As an exempt employee, the incumbent has some flexibility in work schedule but must maintain regular attendance to meet the operational needs of the department and campus. Must be able to work indoors and outdoors, as well as evening, weekend and holiday hours with occasional overnight stays. Additionally, all employees in the Management Personnel Program (MPP) are expected to participate in SSU's Commencement each Spring.

Qualifications

Qualifications include an earned doctorate from an accredited institution, and teaching and administrative service appropriate to the rank of a tenured full professor in the university.

The Dean has managerial experience at a college or university; success in creating, improving, and expanding academic programs; experience fostering interdisciplinary collaborations; and a commitment to broadening the entrepreneurial activities of the school.

The Dean possesses demonstrated successful academic, administrative experience and management skills in areas including budget, personnel, and resource management, strength in strategic planning and program development in self-

supporting Extension programs, and success in marketing such programs. The Dean will guide efforts to secure external support for SEIE programs.

Experience with educational technology initiatives, particularly online learning and other emerging pedagogies, is required.

Qualification Note

Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Application Process

Click the "[Apply Now](#)Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:

1. Cover Letter summarizing qualifications and a detailed curriculum vitae (attach as first page of resume)
2. Resume
3. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position..

Other Information

Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without

regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Conflict of Interest

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

About Sonoma State University

Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at <http://www.sonoma.edu/ps/about/jeanneclery.html>; Annual Campus Housing Fire Safety Report is available at <http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html>.

Contact Information

Sonoma State University

Human Resources

Main (707) 664-3100

Fax (707) 664-3196

1801 East Cotati Avenue

Rohnert Park, CA 94928

hr@sonoma.edu



Copyright ©2015 Jobelephant.com Inc. All rights reserved.

[Posted by the FREE value-added recruitment advertising agency](#)

jeid-38105452531e1140a48f66cdc40bc51f

